



# CULPEPER COUNTY, VIRGINIA

## Residential Deck PKG Application

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 [www.culpepercounty.gov](http://www.culpepercounty.gov)

**BEFORE SUBMISSION, YOU MUST ACQUIRE A ZONING PERMIT FROM THE JURISDICTION IN WHICH YOU ARE BUILDING.**  
SITE ADDRESS LOCATED IN ☐ TOWN (540) 829-8260 ☐ COUNTY (540) 727-3404

PROPERTY OWNER \_\_\_\_\_ PERMIT # \_\_\_\_\_ - \_\_\_\_\_  
PROPERTY ADDRESS \_\_\_\_\_ TAX MAP # \_\_\_\_\_  
PROPERTY OWNER PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**APPLICANT: CHECK BOX TO IDENTIFY PERMIT HOLDER** ☐ Owner/ Lessee (date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_) ☐ Contractor

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ CELL PHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

VA STATE CONTRACTOR'S LICENSE # \_\_\_\_\_ CLASS \_\_\_\_\_ EXPIRATION \_\_\_\_\_  
Online verification \_\_\_\_\_ P/T initial \_\_\_\_\_

### DESCRIPTION OF CONTRACTUAL INFORMATION

CONTRACT AMT \$ \_\_\_\_\_ TOTAL SQ.FT. \_\_\_\_\_ EST. TIME OF CONSTRUCTION \_\_\_\_\_

CONTACT PERSON ...Person to answer Plan Review Questions

List person responsible to pick up/pay  
Approved plans if other than contact.

NAME \_\_\_\_\_ DAY PHONE # \_\_\_\_\_ Name: \_\_\_\_\_  
E-MAIL \_\_\_\_\_ CELL PHONE # \_\_\_\_\_ Day Phone # \_\_\_\_\_

### DESCRIPTION OF WORK

DECK SIZE \_\_\_\_ X \_\_\_\_ = \_\_\_\_ SQ.FT. # LEVELS \_\_\_\_ ☐ (5B) WOOD FRAME ☐ COMPOSITE ☐ OTHER \_\_\_\_\_

DECK SIZE \_\_\_\_ X \_\_\_\_ = \_\_\_\_ SQ.FT. # LEVELS \_\_\_\_ ☐ (5B) WOOD FRAME ☐ COMPOSITE ☐ OTHER \_\_\_\_\_

**Plans are not required for the Deck Package Permit. However, you must read thoroughly the package requirements & follow the plan as it is written. Any variation will require drawings to be submitted. The Deck Package is designed for a simple square/rectangular single level deck. If the proposed deck is located next to or will provide access to a swimming pool, you will not qualify for the Deck Package. To add a Hot Tub will require an engineer's seal and drawings to be submitted.**

I hereby certify that I have the authority to make the foregoing application, that the information given is correct, and that all construction will comply with the Virginia Uniform Statewide Building Code and applicable ordinances. The permit holder is the responsible party for compliance with the VUSBC and other ordinances. Per § 113.1.1 of the VUSBC **Equipment required.** Any ladder, scaffolding or test equipment necessary to conduct or witness a requested inspection shall be provided by the permit holder. Per § 113.1.2 **Duty to notify.** When construction reaches a stage of completion that requires an inspection, the permit holder shall notify the building official. The permit holder is responsible to schedule all necessary inspections and understands a final inspection will be necessary to close this permit.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

☐ Owner ☐ Contractor ☐ Authorized Agent

Date: \_\_\_\_\_

Application reviewed and accepted by \_\_\_\_\_ Permit Tech.

## AFFIDAVIT OF CONTRACTOR INFORMATION

Permit # \_\_\_\_\_ - \_\_\_\_\_

Tax Map # \_\_\_\_\_

PROPERTY OWNER & ADDRESS: \_\_\_\_\_

BUILDING(S) PERMIT SITE ADDRESS: \_\_\_\_\_

The County may only issue a building permit to properly licensed contractors or to those that are exempt from the Commonwealth's requirements for contractors. Certain exceptions to licensing requirements are available under Section 54.1-1101 of the Code of Virginia. Property owners are eligible for exceptions under specific circumstances, including building their primary residence and related accessory structures.

The Code requires that a contractor be properly licensed before he may bid or undertake contracting work of \$1,000 or more. Specifically, a:

Class A contractor's license is required for any job valued at more than \$120,000; a

Class B contractor's license is required for any job valued at \$10,000 or more but less than \$120,000; and a

Class C contractor's license is required for any job valued at more than \$1,000 but less than \$10,000.

Tradesmen/ Master license is not to exceed any job valued at \$1,000 or more without a VA contractor's license.

If a property owner secures a building permit under the exception, and subsequently hires contractors to work on the project, those contractors must meet the requirements listed above and the property owner is legally responsible for assuring the licensing requirements are met. Failure to do so constitutes the commission of a Class 1 misdemeanor by both the property owner and the contractor, and may expose the property owner to prosecution as well as other legal risks, particularly if problems with construction occur. Also, in such cases the County cannot hold individual contractors responsible for issues identified during ongoing inspections; rather it is the property owner, as permit holder, who is responsible.

**Title 54.1-1101 (Exemptions)** – The provisions of this chapter shall not apply to : (Please check the appropriate box)

- ☐ Any person who performs or supervises the construction, removal, repair or improvement of no more than one primary residence owner by him and for his own use during any 24 month period.
- ☐ Any person who performs or supervises the construction, removal, repair or improvement of a house upon his own real property as a bona fide gift to a member of his immediate family provided such member lives in the house. For the purpose of this section, "immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law.
- ☐ Any person who performs or supervises the repair or improvement of industrial or manufacturing facilities, or a commercial or retail building, for his own use.
- ☐ Any person who performs or supervises the repair or improvement of residential dwelling units owned by him that are subject to the Virginia Residential Landlord and Tenant Act (§ [55-248.2](#) et seq.).

Fill out this section if the Building Permit Applicant is  
**PROPERTY OWNER/OWNER'S AGENT:**

☐ I am the property owner. I affirm that I have read and understand the above, and that by securing this permit under my own name I have accepted responsibility for assuring proper licensing of any contractors hired for jobs under this building permit.

☐ I am the agent for the property owner. I affirm that I have read and understand the above, have informed the property owner of the above, and that the property owner has accepted responsibility for assuring proper licensing of any contractors hired for jobs under this building permit.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Fill out this section if the Building Permit Applicant is  
**CONTRACTOR/ CONTRACTOR'S AGENT:**

☐ I am the contractor for this permit. I affirm that I have read and understand the above.

☐ I am the sub-contractor for this permit. I affirm that I have read and understand the above.

☐ I am the agent for the contractor. I affirm that I have read and understand the above.

☐ I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry on or superintend this work;

☐ I affirm that I am not subject to licensure as a contractor, subcontractor, or owner-developer under the terms of 54.1, Chapter 11, Code of Virginia.

Signature of Contractor: \_\_\_\_\_ Date \_\_\_\_\_

Contractor Name (printed): \_\_\_\_\_

**FEE SCHEDULE TO BE COMPLETED BY ADMINISTRATIVE STAFF**

Permit Fee Schedule		Fee Schedule	Actual Sq. Ft. Provided by Plan Review	Actual Permit Fee	Comments
Deck #1 size ____ x ____		\$.10 / sq.ft.			
Deck #2 size ____ x ____		\$.10 / sq.ft.			
Minimum each		\$50.00 each			
Setback Fee		\$15.00			
Site work Fee		\$15.00			
<b>SUBTOTAL PERMIT</b>				\$	
<b>State Levy</b>		2%			
<b>TOTAL</b>				\$	
County Zoning Fee		\$50.00			
County Site Plan		\$40.00			
<b>TOTAL PERMIT FEE</b>				\$	